

Department Notices

October 14, 2019

CalHR is statutorily designated to serve as the representative of the Governor for matters pertaining to the Ralph C. Dills Act and the Excluded Employees Bill of Rights. Through CalHR's delegated processes and tiered-operating practices, CalHR, in collaboration with departments, work together to achieve the state's ultimate goal of harmonious labor relations. CalHR Labor Relations Division (LRD) is available to consult and answer questions to aid departments in the drafting of notices. Departmental labor relations management staff are encouraged to seek CalHR LRD guidance and clarification when needed.

The state has statutory and contractual obligations to notice unions and communicate changes effectively. Departments should refer to the Dills Act and respective MOU's to ensure a notice is required and, if so, the respective timelines for that notice. When sending notices, departments should include enough information to provide the union an adequate understanding of the change. The notice should include at a minimum:

- A complete statement about what is being changed
- Who is impacted by the change as it pertains to the exclusive party being noticed
- Effective date of the change
- A description or explanation of why the change is being made
- Contact information for questions or if the union would like to request a meeting; and
- Applicable attachments (strikeout/underline; current; and new versions of policies)

Only CalHR can notice unions on terms and conditions of employment with statewide impact and/or extend beyond a single appointing authority (e.g., lift and shifts, new programs/appointing authorities, and layoff).

Departments are not delegated notice on any cost or salary items without the prior approval of CalHR.

Departments do not need to submit notices for CalHR review in the following instances:

- Changes to existing departmental policies
- Implementing new policies
- Change in headquarter assignments that do not require a change in residence
- Schedule changes
- MOU-mandated notices that specify the department will send a notice for items limited in scope (renovations, schedule changes, etc.)

If a union or excluded employee organization requests to meet regarding a notice, departments are required to seek delegation from CalHR prior to having a meet and confer in accordance with our delegation request process.

This is an informational document intended for labor relations professionals.